



The Beaudesert & Henley-in-Arden Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

Guidelines for the anytime Mini-Grants (amended 18.04.16)

1- Who can apply to the grant fund?

- Not for profit groups, with a constitution – but where this is not possible, groups with support from a local community group which has a constitution that is willing to administer the funds on their behalf and publishes their constitution and accounts on the Town Website or other equivalent public media.
- The Group must operate mainly within the parish boundaries for the benefit where at least 51% of their membership being Residents of the two parishes.

2 - Who cannot apply to the grant fund?

- Statutory organisations, for example County and District Councils, Police, NHS agencies
- Party Political groups
- Groups or organisations that have failed to meet the conditions of previous award agreements from Beaudesert and Henley Joint Parish Council
- Organisations with significant 'free uncommitted reserves'

3 - What will not be funded by the grant fund?

- Projects that promote religious or party political beliefs
- Projects for personal profit
- Social trips or holidays
- Prizes
- Costs relating to items or work already carried out before the grant has been awarded
- Loans or debt repayments
- Activities that are part of statutory obligations or replace statutory funding
- Projects that do not follow the Councils' Equality and Diversity Policies and the national legislation on health and safety, discrimination and child protection where appropriate.
- Running costs of an established group or activities which are that a groups main service
- Contributions towards major refurbishment, building or maintenance.
- Amounts in excess of £500 except in exceptional cases.

4 - Application Process

4.1. Please write a letter, at any time, detailing the need for the grant, its purpose and the amount required. The council will expect that normally the group applying will be funding 50% or more of the cost of the activity or project.

4.2. During the assessment process we may ask for further information, and we may wish to talk to or visit your organisation.

4.3. If this is your first application for a Mini-grant then please include a copy of your constitution, names and addresses of your officers, a copy of the last examined accounts and your bank account details. Once registered with the council you will only need to notify them of any changes.

4.4. Three appointed councillors who do not have a prejudicial interest will consider the application, if necessary take advice from other councillors and make a recommendation to the next council meeting. If successful the money will be available to the applicant immediately after that meeting.

5.How the applications are assessed.

Each application will be judged on its merits and classified into the following five categories, grants will generally be given to categories 1.1- 1.3.

- 1.1. Funding would provide support to a service considered essential to the life of the Town and/or its residents.
- 1.2. Funding would provide support to a service considered to be highly desirable for the life of the town and/or its residents.
- 1.3. Funding would provide support to a service or activity considered to be useful for the town and/or its residents.
- 1.4. Funding would provide support to a service that is otherwise available, funded elsewhere or brings little or no benefit to the town and/or its residents.
- 1.5. Funding would be inappropriate for this project.

Applicants who are unsuccessful will be given an opportunity to obtain feedback on their application.

If you would like help with your application please contact. The clerk or any councillor.

Contact Details for the council here